



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

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Gray Davis
Governor

(Date)

Juana Lopez-Rodriguez
State Personnel Board
801 Capitol Mall, MS-23
Sacramento, CA 95814

Ms. Juanna Lopez-Rodriguez:

Bilingual Oral Fluency Examination

I would like my employee (*name of employee*) scheduled for the Bilingual Oral Fluency Exam in (*type of language, spanish, chinese etc.*). (*Name of Employee*) is currently performing bilingual duties. Here is the information you have requested from me:

Name of employee
Social security number
Department name
Section name
Telephone number
Work address

Home address of employee

What language

Supervisors name

If you need further information please feel free to contact me at (*supervisor's number and e-mail address*).
Thank you for your assistance.

Sincerely,

Supervisors name
Title

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption.
For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency